

COMMERCE/CENSUS-2

System name:

Employee Productivity Measurement Records—COMMERCE/CENSUS-2 ([November 1, 2002, 67 FR 66607](#)).

System location:

Bureau of the Census, Federal Building 3, Washington, DC 20233 and Bureau of the Census, National Processing Center, 1201 East 10th Street, Jeffersonville, Indiana 47103. Also at the following Census Regional Offices: 101 Marietta Street, NW., Suite 3200, Atlanta, Georgia 30303-2700; 2 Copley Place, Suite 301, PO Box 9108, Boston, Massachusetts 02117-9108; 901 Center Park Drive, Suite 106, Charlotte, North Carolina 28217-2935; 2255 Enterprise Drive, Suite 5501, Chicago, Illinois 60154; 6303 Harry Hines Boulevard, Suite 210, Dallas, Texas 75235-2569; 6900 West Jefferson Avenue, Suite 100, Denver, Colorado 80235-2032; 1395 Brewer Park Boulevard, Detroit, Michigan 48207; Gateway Tower II, 400 State Avenue, Suite 600, Kansas City, Kansas 66101-2410; 15359 Sherman Way, Suite 300, Van Nuys, California 91406-4224; Jacob K. Javits Federal Building, 26 Federal Plaza, Room 37-130, New York, New York 10278-0044; 21st Floor, 1601 Market Street, Philadelphia, Pennsylvania 19103-2395; 700 5th Avenue, Suite 5100, Seattle, Washington, 98104-5018.

Categories of individuals covered by the system:

Census Bureau employees.

Categories of records in the system:

Name, employee number, rate of pay, supervisor, organization unit, location, type of work performed, time work accomplished, work units processed, production standard and percent performance, percent of time or standard (incentive coverage) number and types of errors and error rates, work units accepted and rejected, and similar information on employee and work group productivity.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

The purpose of this system of records is to determine employee performance and work group productivity, to improve workforce performance, and to evaluate the cost effectiveness of the programs that the Bureau manages.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

- (1) In the event that a system or records maintained by the Department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation or order issued pursuant thereto, or protecting the interest of the Department.
- (2) A record from this system of records may be disclosed to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
- (3) A record from this system of records may be disclosed to a Federal, state, local or international agency, in response to its request, in connection with the assignment, hiring or retention of an individual, the issuance of a security clearance, the reporting of an investigation of an individual, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
- (4) A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

(5) A record in this system of records may be disclosed to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.

(6) A record in this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

(7) A record in this system of records may be disclosed to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

(8) A record in this system of records may be disclosed to a contractor of the Department having need for the information in the performance of the contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).

(9) A record in this system may be transferred to the Office of Personnel Management: for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.

(10) A record from this system of records may be disclosed to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (i.e. GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, paper copy and electronic records, microform.

Retrievability:

Retrieved by name or employee number and/or program or interviewer code.

Safeguards:

Tapes and under ADP security, and sensitive materials are held in locked file cabinets.

Retention and disposal:

In accordance with the General Records Schedule and Census Bureau records control schedules that are approved by the National Archives and Records Administration, records retained for 5 years.

System manager(s) and address:

Associate Director for Field Operations , Bureau of the Census, Federal Building 3, Washington, DC 20233.

Notification procedure:

Information may be obtained from: Same address as stated in the system manager section above. Requester should provide name, employee number and/or program or interviewer code, pursuant to the inquiry provisions of the Department's Privacy Act rules which appear in 15 CFR part 4b.

Record access procedures:

Requests from individuals should be addressed to: Same address as stated in the notification section above.

Contesting record procedures:

The Department rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR part 4b. Use above address.

Record source categories:

Subject individuals, timekeepers, supervisors, managers, and those authorized by the individuals to furnish information.